

BAFE SP203-1 ***SCHEME***

YOUR GUIDE TO REGISTRATION



THE POWER BEHIND YOUR BUSINESS



WELCOME **THANK YOU FOR APPLYING** **TO BECOME PART OF NICEIC**

NICEIC is the UK's leading voluntary regulatory body for the electrical contracting industry. We have been assessing the competence of electrical contractors for nearly sixty years and currently maintain a register of more than 26,000 contractors

Choosing to become NICEIC registered sets your business apart. Our contractors are assessed on a regular basis to ensure high standards.

There are many benefits to becoming an NICEIC registered contractor, more of which can be found inside, and in addition to the services we provide, we promise to work hard at promoting you.

We look forward to working with you and your business.

Yours Sincerely



Emma Clancy
CEO, Certsure LLP



PURPOSE OF THIS GUIDE

This guide is designed to help you through the registration process for the NICEIC SP203-1 BAFE scheme. It covers the process step by step, including sections on how to complete your application for registration, how to prepare for your assessment, and what happens once you are registered. Also included in this guide are the requirements for your business and the added value services that NICEIC can offer you.

Registration is straightforward but if at any point you need some advice or assistance just contact our friendly team on **0870 013 0458** who will be happy to help.

WHAT IS THE BAFE SP203-1 SCHEME?

This scheme has been developed to allow businesses involved with the design and/or installation and/or commissioning/handover and/or maintenance of fire detection and fire alarm systems to become third party certified and listed as recognition of their competence to undertake their scope of work. By doing so, the Certificates of Compliance issued by NICEIC will give customers, insurance companies and enforcing authorities, confidence that the work has been correctly undertaken.

The scheme has four modules; Design, Installation, Commissioning and Maintenance. The scheme recognises the importance of providing compliant fire detection and fire alarm systems while at the same time minimising false alarms.

HOW TO APPLY

CALL US 0870 013 0458

EMAIL US JOIN@NICEIC.COM

WEBSITE NICEIC.COM/BAFE

**WHITTING VALLEY ROAD
OLD WHITTINGTON
CHESTERFIELD
DERBYSHIRE
S41 9EY**





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BENEFITS OF JOINING NICEIC

OUR AIM IS TO PROVIDE THE WHOLE PACKAGE TO OUR CUSTOMERS BY OFFERING MANY ADDED-VALUE SERVICES TO MAKE YOUR LIVES EASIER.

REGISTERING WITH NICEIC WILL GIVE YOU ACCESS TO THE FOLLOWING:

TOOLS TO BUILD YOUR BUSINESS

- A free listing on niceic.com
- NICEIC and scheme logos for your company vehicles, stationery and website
- NICEIC personalised business stationery and photo ID cards available to order
- Free 24/7 business and legal helpline
- Your work covered by the Platinum Promise
- NICEIC contractors promoted to consumers and specifiers

TECHNICAL SUPPORT

- Priority access to the technical helpline
- Free pocket guides
- Technical seminar events including our TechTalks and award-winning Live events

TOOLS FOR YOUR TRADE

- Free quarterly Connections magazine
- Access to Online Certification to certify and notify your work - niceiconline.com
- Discounted training courses
- Access to discounted products including workwear, tools, test equipment and industry-leading publications - niceicdirect.com
- Exclusive insurance products
- Discounted vehicle leasing
- Discounted tool hire

PLATINUM PROMISE



All customers of NICEIC registered contractors are covered by the NICEIC Platinum Promise. Our Platinum Promise provides assurance to your customers that any work that has not been carried out in compliance with the building regulations will be rectified. The Platinum Promise lasts for six years from the date of work completion and covers up to a limit of £25,000 for any one installation. It provides consumers with extra peace of mind and gives NICEIC registered contractors a competitive edge over others.

THE REGISTRATION PROCESS

CALL US ON **0870 013 0458** TO APPLY, OR RETURN YOUR COMPLETED APPLICATION FORM ALONG WITH THE RELEVANT FEE

We will write to you proposing a date for your assessment visit

Prior to your assessment, visit our BAFE webpage to access documents to help you prepare

Your assessment will be carried out by your assigned BAFE Assessor

All reports are reviewed before a confirmation of outcome is sent. The outcome could be recommending that you are accepted or detailing further action required before the registration process is completed

Following your successful assessment, we will contact you to arrange payment of your first year registration fee

Congratulations! You are now registered and can take advantage of all of the benefits of being an NICEIC BAFE SP203-1 Contractor

You will receive a BAFE accredited Certificate of Registration

A further assessment is arranged

Additional assessment needed

You will be notified of any areas that need to be addressed before your registration can be completed. In some cases this will be achieved by providing documentary evidence, such as when a technical reference document needs to be purchased. In some cases you will need a further assessment, if the matter is relating to the technical standard of work

Further action required

Documentary evidence needed

Once the areas outlined have been addressed, you will need to provide documentary evidence

REGISTRATION REQUIREMENTS

The following assessment requirements are just a snapshot, the full list of guidance notes and Specified Requirements can be found in the BAFE SP203-1 scheme document available at bafe.org.uk

TO BE ELIGIBLE FOR NICIEC REGISTRATION, YOUR BUSINESS MUST:

MODULE 1 – SYSTEM DESIGN

- Be competent and understand the Specified Requirements
- Ensure each design is in accordance with one or more agreed specification(s)
- Demonstrate an understanding of the importance of properly interfacing with other building services, systems and structures and safely connecting to electricity supplies, where applicable
- Keep comprehensive design records for each project and shall make available those records required by organisations responsible for other modules of systems included within this scheme
- Provide clear evidence of the formal completion of the initial design process to the point at which the installation process can commence

MODULE 2 – INSTALLATION

- Be competent and understand the specified requirements as they apply to the installation process
- Ensure Installations are carried out in accordance with the agreed specified requirements
- Ensure equipment is third party certificated to appropriate standards and, where relevant, meet the requirements of the Construction Products Regulations
- Provide evidence that a module certificate for each installation has been issued
- Keep comprehensive records of the installation process for each project and make available, to other organisations and/or the client, those records required by organisations responsible for other modules
- Provide clear evidence of the formal completion of the installation process to the point at which the Initial Testing and Commissioning can commence

MODULE 3 – COMMISSIONING

- Demonstrate competence to initially test, commission and handover the installed equipment and shall understand the specified requirements
- Ensure the installation is commissioned and handed over in accordance with the agreed specified requirements
- Where there is no specifications provided, additional procedures shall be followed
- Where there is no-one representing the client on site during the commissioning process and where the client refuses requests for a liaison person, additional procedures shall be followed
- Keep comprehensive test, commissioning and configuration records for each project and shall make available those records by organisations responsible for other modules within this scheme
- Provide clear evidence of the formal completion of initial testing, commissioning and handover to the point at which the customer takes on going responsibility for the installation
- Provide evidence that adequate records of all phases of the project have been passed to the customer prior to completion of handover

MODULE 4 – MAINTENANCE

- Demonstrate competence to maintain the installed equipment and understand the specified requirements
- Provide proof of an agreement with an appropriate Alarm Receiving Centre (ARC), for installations incorporating remote signalling systems
- Have adequate resources to permit attendance on site to maintain faulty systems within the specified time
- Have in place an adequate number of people available to cover holidays and illness. Providing evidence that a current on-going contract for the provision of competent back-up support with another SP203 Certificated Organisation that has maintenance as part of its scope
- Have access to adequate spare parts for repair in the time periods required by each maintenance contract
- Ensure the installation is maintained in accordance with the contract specification
- Retain comprehensive records of maintenance work for each project
- Make available appropriate information relating to repairs and changes undertaken at each maintenance visit to customers

DOCUMENTED SYSTEMS

NICEIC are positioned to provide assistance in putting together management systems and templates which meet the criteria of BAFE SP203-1 Scheme. Should you need any support or require further information please contact us on **0870 013 0458** so that we can arrange for one of our qualified consultants to discuss your requirements

Businesses applying for any of the modules of BAFE SP203-1 shall operate an effective management system covering these modules. As a minimum, the system must document the following:

- Records to provide evidence of preventative and corrective actions where process problems have been identified
- A procedure to deal with associated complaints, deficiencies or defeats
- Maintenance of a register of approved, permitted sub-contractors
- Management structure of the business
- Responsibilities of key personnel
- Procedures to cover the satisfactory initiation, execution, supervision and completion of the relevant processes
- A register of all instruments and equipment used and records of calibration
- A register of Standards and publications
- Competency records for all technical staff
- Procedure to ensure that all relevant personnel have access to and have knowledge of date, Standards and Codes of Practice
- Evidence that the management system is regularly reviewed and amended
- Key performance indications
- Records of unwanted false alarms and troublesome systems
- The control of systems components
- Procedures that ensure products, components and parts are supplied as certified under a recognised product conformity certification scheme
- Control of conformity declarations and markings



STEP BY STEP GUIDE TO REGISTRATION

STEP 1 APPLICATION

There are several different ways for you to apply to register with NICEIC:

- Call our team on **0870 013 0458**. We will take all of your details and initial application fee over the phone and get your application started, or
- Download and complete an application form and return to our sales team along with a cheque to cover the initial application fee

STEP 2 THE ASSESSMENT

The assessment is an objective examination of your business and the work undertaken. The assessment process uses questions and observation techniques with the aim of determining if your business has the technical competence to carry out work in accordance with the relevant standards.

The assessment will begin at your office. The Assessor will hold an opening meeting to explain the purpose of the visit, the work that is to be assessed, the reporting method and the pre-selected installation sites to be visited and the approximate time, place and purpose of a closing meeting.

The Assessor will assess the competency of the technical personnel designer(s)/qualified supervisor(s) on the relevant installation standard.

OFFICE BASED ASSESSMENT

The Organisation policies and procedures will be assessed against the requirements of the management systems section of the BAFE scheme document. This will include a review of your procedures, management structure, relevant procedures and competency records.

SITE VISIT

As part of the application process you will have completed a site selection form and the sites will have been confirmed as part of the assessment booking confirmation process.

The Assessor will visit the sites with you to assess work that you have undertaken against the scheme you have applied for. The sites should be adequate enough to enable an objective assessment to be made of your capabilities.

If you are concerned or have any questions about the assessment process, please contact us on **0870 013 0458**.

STEP 3 OUTCOME OF ASSESSMENT

If your organisation can demonstrate competency and fulfil all of the scheme requirements, your assessment should be successful.

Once your assessment has finished, your Assessor will supply you with a report making one of the recommendations below. This report will need to be checked and a formal letter will be sent to you informing you of one of the following outcomes:

ACCEPTANCE

Once the Assessor's recommendation has been verified you will be notified in writing that you have been successful and that you are now an NICEIC registered BAFE contractor. Your details will be passed to BAFE for inclusion and listing on the BAFE website.

Additionally you will be eligible to use the NICEIC and BAFE marks, subject to terms and conditions of use, to promote your registration or,

FURTHER ACTION

In some cases a business may not satisfy all of the requirements for registration during the assessment, but your Assessor will talk you through what action you will need to take to progress your application.

A possible reason for not passing the assessment may be a matter of paperwork. The BAFE scheme requires that the applicant has a quality plan covering all of their activities. This can be in the form of a document or a flow chart, but it must set out all of the relevant activities undertaken under the scheme.

In certain circumstances missing documentation or procedures can be forwarded to us for review. Once these are received and verified, you will have passed your assessment and your notification will be complete, however if the non-conformances are more fundamental, a full or partial re-assessment may be required.

TRAINING AND SUPPORT

NICEIC offer a a suite of BS 5839 regional training courses to help get you up to speed with all aspects of Fire Alarm systems; from Design and Certification, to Installation and Maintenance, including a specific BAFE SP203-1 scheme requirements course.

By joining our BAFE scheme you'll benefit from NICEIC evaluating your Documented Systems, procedures and insurances, giving you piece of mind that your working practices are up to standard.

For more information on our current training courses please call us on **0870 013 0389** or visit niceic.com/bafe



NICEIC BAFE CASE STUDY

CONTRACTOR



MARK CAIRNS
MGC FIRE, TEESSIDE

I started my own fire alarm business almost three years ago as I had some knowledge and history of working with fire alarms.

I had previously worked on fire alarm systems for a large contractor and was an engineer for another firm which gave me a good insight into installing fire alarm systems.

I decided I wanted to set up by myself and to focus on fire alarm installation and commissioning. I knew that I had to get BAFE certification, as an increasing number of companies make it a requirement if they sub-contract the work out.

After enquiring about BAFE, I was informed by NICEIC about what I needed to have in place and given an assessment date two months later.

The two-day assessment visit comprises of one day spent in the office and one day out on site.

The office visit looked at my quality management systems, documented procedures and insurances that I have in place.

The site visit concentrated on two installations. It ensures the work being done is to the required standards.

I was delighted to pass the entire assessment first time round with flying colours.

Since gaining BAFE approval I have been busier than ever. My firm, MGC Fire, which is based in Teesside, employs 3 full-time staff and sub-contractors are employed to boost labour resource on an as required basis.

We are currently working on a big project at Clyde Valley Campus in north Lanarkshire and have recently finished a national multi-site fit out for Barclays Bank.

It is interesting work and definitely a bit of a specialist market. People might think it is easy or for the untrained, but BAFE SP203-1 sets us aside as having the competence to do it properly and to the right standard.

It has been critical in us securing the work we have enjoyed over the last 18 months and as more work comes in I expect to take up more of an office role next year.

Mark Cairns

For further information visit www.niceic.com/bafe or call 0870 013 0458



AFTER YOU ARE REGISTERED

For all our schemes, once you are registered you must demonstrate your company is continuing to work to the technical standards and specified requirements. Your company will therefore be subject to ongoing surveillance.

The BAFe SP203-1 Scheme requires a periodic assessment with you.

This assessment will consist of an on-site assessment and an office audit to ensure the processes are being maintained and adhered to.

USEFUL CONTACT INFORMATION

SALES

0870 013 0458
JOIN@NICEIC.COM

CUSTOMER SERVICE

0870 013 0382
CUSTOMER.SERVICES@NICEIC.COM

TRAINING

0870 013 0389
TRAININGINFO@NICEIC.COM

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